

TOWNSHIP OF GALLOWAY ANNUAL BUDGET  
GENERAL SUMMARY  
FISCAL YEAR 2010

Department: Administrative Services	Program: Township Clerk		Activity: Township Clerk		Program Code: 113	
Classification	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Department Recommended	Manager Approved
Salaries and Benefits	\$ 173,149.75	\$ 110,456.67	\$ 89,433.38	\$ 96,220.00	\$ 114,818.81	\$ 101,902.00
Services and Supplies	\$ 45,577.05	\$ 45,596.66	\$ 44,971.07	\$ 44,175.00	\$ 41,611.00	\$ 31,395.00
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 218,726.80	\$ 156,053.33	\$ 134,404.45	\$ 140,395.00	\$ 156,429.81	\$ 133,297.00
Fund Title	\$ 218,726.80	\$ 156,053.33	\$ 134,404.45	\$ 140,395.00	\$ 156,429.81	\$ 133,297.00
General Fund						
TOTAL FUNDING	\$ 218,726.80	\$ 156,053.33	\$ 134,404.45	\$ 140,395.00	\$ 156,429.81	\$ 133,297.00
TOTAL POSITIONS	3	3	3	3	3	3

TOWNSHIP OF GALLOWAY ANNUAL BUDGET  
PROGRAM COMMENTARY  
FISCAL YEAR 2010

Department: Administrative Services	Program: Township Clerk	Activity: Township Clerk	Program Code: 113
<p><b>BASIC FUNCTIONS:</b></p> <p>The Township Clerk's office functions under the New Jersey Statutes, Township Codes and policies. The tasks of this include maintaining all official records, documents of the Township, preparation of Ordinances, Resolutions and Dog Licenses. The Clerk is the local Official of Elections, School, Primary and General and is the Vital Statistics Registrar.</p> <p><b>Program Highlights:</b></p> <p>The goal of the Township Clerk's Office is to disperse information relating to the Operation of the Township government to the public in a prompt, courteous and responsible manner.</p> <p><b>NET BUDGET CHANGE:</b> Net Increase</p> <p><b>NET STAFF CHANGE:</b> 0</p>		<p><b>SIGNIFICANT INCREASES OR DECREASES:</b></p> <p>301 - Elections - A xxx - Dog - B</p> <p>A - Increase due to County Contractual B - Decrease due to fee increase &amp; charge balance to Dog Trust</p> <p><b>SIGNIFICANT ITEMS OF CAPITAL OUTLAY:</b></p> <p>None</p> <p><b>FUNDING SOURCE:</b></p> <p>All expenditures are charged to the General Fund, Sewer Fund, Dog Trust Fund. \$7,200 to Dog Trust Fund for Animal Control Contract. 40% of Salaries/Benefits chared to Sewer Fund.</p>	

TOWNSHIP OF GALLOWAY ANNUAL BUDGET  
PERSONNEL SERVICES AND STAFFING SUMMARY  
FISCAL YEAR 2010

Department: Administrative Services		Program: Township Clerk		Activity: Township Clerk		Program Code: 113	
Object Code	Object of Expenditure Titles	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
						Department Recommended	Manager Approved
101	Full time Salaries	124,661.39	78,855.58	66,566.67	76,229.00	79,272.00	70,274.00
102	Part time Salaries						
103	Overtime	2,615.36	1,457.09	2,340.71		3,000.00	
104	Temporary Salaries						
	Fringe benefits	45,873.00	30,144.00	20,526.00	19,991.00	32,546.81	31,628.00
	Total	\$ 173,149.75	\$ 110,456.67	\$ 89,433.38	\$ 96,220.00	\$ 114,818.81	\$ 101,902.00
No. of Positions							
Regular Staff Summary By Classifications		2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
						Department Recommended	Manager Approved
Township Clerk		1	1	1	1	1	1
Deputy Clerk		1	1	1	1	1	1
Clerk Typist		1	1	1	1	1	1
Total		3	3	3	3	3	3

## TOWNSHIP OF GALLOWAY ANNUAL BUDGET

## PERSONNEL SERVICES

## Budget Request Computations FY2010

Position Classification	Code	Grade	Step	Months	Monthly Salary	Annual Total	Budget Allocation	Proposed Budget	Adopted Budget
Township Clerk Tilton				12	\$ 5,369	\$ 64,429	60%	\$ 38,657	\$ 38,657
Deputy Township Clerk Hackney				12	\$ 3,177	\$ 38,120	60%	\$ 22,872	\$ 22,872
Sr. Clerk/Typist Fiorentino		Reduce to 25 hrs week		12	\$ 2,464	\$ 29,571	60%	\$ 17,743	\$ 12,673
Subtotal								\$ 79,272	\$ 74,202
10 Furlough Days									
Tilton					-2468				
Hackney					-1460				
					-3928				\$ (3,928)
Grand Total Regular Salaries								\$ 79,272	\$ 70,274

TOWNSHIP OF GALLOWAY ANNUAL BUDGET  
PERSONNEL SERVICES SUMMARY  
FISCAL YEAR 2010

Department:					Program:		Activity:			Program Code:		
Administrative Services					Township Clerk		Township Clerk			113		
Item Title	Positions						Dollars					
	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010		2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept Req.	Mgr Appr.					Dept. Req.	Mgr. Appr.
FRINGE BENEFITS:												
Health Insurance	3	3	2	2	3		36,000	24,000	14,160	14,160	21,600	21,600
Pension	3	3	3	3	3		-	-			4,653	4,653
Social Security	3	3	3	3	3		9,873	6,144	6,366	5,831	6,294	5,375

## FISCAL YEAR 2010

Benefits:	No.	Base Rate	Months	Annual Salaries	Annual Benefits	Budget Allocation	Proposed Budget
Health Insurance:							
Single				N/A			
Parent/Child				N/A			
Family	3	1,000	12	N/A	36,000	60%	21,600
Pension:							
PERS	3	2,585	N/A	N/A	7,755	60%	4,653
PFRS		22,772	N/A	N/A	-		-
Social Security	N/A	7.65%	N/A	\$ 82,272.00	6293.808	100%	6293.808
Total Fringe Benefits:							32,547

TOWNSHIP OF GALLOWAY ANNUAL BUDGET  
NONPERSONNEL EXPENSE SUMMARY  
FISCAL YEAR 2010

Department:		Program:		Activity:		Program Code:	
Administrative Services		Township Clerk		Township Clerk		113	
Object Code	Object of Expenditure Titles	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
						Department Recommended	Manager Approved
201	Advertising	3,009.24	3,469.10	3,652.01	4,750.00	4,000.00	2,600.00
202	Rental	1,436.70	2,136.00	1,068.00	1,100.00	1,436.00	1,400.00
203	Conference, Conventions & Dues	2,360.00	417.00	339.00	1,000.00	1,000.00	800.00
204	Office Supplies/Stationary	703.84	1,899.04	568.10	1,800.00	1,800.00	1,600.00
205	Printing and Copying	5,021.08	6,053.62	4,968.27	5,000.00	5,000.00	4,700.00
206	Books, Periodicals and Dues	427.50	611.00	980.00	750.00	750.00	600.00
207	Postage	1,118.55	3,372.00	2,808.79	3,300.00	3,300.00	3,200.00
208	Maintenance & Repairs of Equipment	2,964.89	1,915.30	2,167.30	2,500.00	2,500.00	2,000.00
209	Office Equipment	935.00	1,229.00	76.99	450.00	450.00	200.00
211	Reimb. Bus. Exp.	160.45	-	40.00	50.00	50.00	40.00
212	Taxes, Fees & Chg	50.00	-	-	200.00	200.00	130.00
215	Professional	-	-	-	25.00	25.00	25.00
301	Elections	11,605.80	9,089.60	12,620.52	12,250.00	14,100.00	14,100.00
xxx	Dog	15,784.00	15,405.00	15,682.09	11,000.00	7,000.00	-
subtotal		45,577.05	45,596.66	44,971.07	44,175.00	41,611.00	31,395.00

TOWNSHIP OF GALLOWAY ANNUAL BUDGET  
NONPERSONNEL EXPENSE SUMMARY cont.  
FISCAL YEAR 2010

Department:		Program:		Activity:		Program Code:	
Administrative Service		Township Clerk		Township Clerk		113	
Object Code	Object of Expenditure Titles	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
						Department Recommended	Manager Approved
	subtotal forward	45,577.05	45,596.66	44,971.07	44,175.00	41,611.00	31,395.00
	Total Services and Supplies	45,577.05	45,596.66	44,971.07	44,175.00	41,611.00	31,395.00
	CAPITAL OUTLAY						
	Total Capital Outlay	0	0	0	0	0	0
	Grand Total Other Expenses	45,577.05	45,596.66	44,971.07	44,175.00	41,611.00	31,395.00

<p style="text-align: center;">TOWNSHIP OF GALLOWAY ANNUAL BUDGET GENERAL SUMMARY BY OBJECT CODE FISCAL YEAR 2010</p>	
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Department:	Program:	Activity:	Program Code:
Administrative Services	Township Clerk	Township Clerk	113

OBJECT NUMBER: 10-01-20-120-000-201
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ACCOUNT TITLE: Advertising
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Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved
	3,009.24	3,469.10	3,652.01	4,750.00	4,000.00	2,600.00

	3,009.24	3,469.10	3,652.01	4,750.00	4,000.00	2,600.00
Total:					4,000.00	2,600.00

	3,009.24	3,469.10	3,652.01	4,750.00	4,000.00	2,600.00
Total:					4,000.00	2,600.00

	3,009.24	3,469.10	3,652.01	4,750.00	4,000.00	2,600.00
Total:					4,000.00	2,600.00

<p style="text-align: center;">TOWNSHIP OF GALLOWAY ANNUAL BUDGET GENERAL SUMMARY BY OBJECT CODE FISCAL YEAR 2010</p>	
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Department:	Program:	Activity:	Program Code:
Administrative Services	Township Clerk	Township Clerk	113

OBJECT NUMBER: 10-01-20-120-000-202
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ACCOUNT TITLE: Rental
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Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved
	1,436.70	2,136.00	1,068.00	1,100.00	1,436.00	1,400.00

	1,436.70	2,136.00	1,068.00	1,100.00	1,436.00	1,400.00
Total:					1,436.00	1,400.00

	1,436.70	2,136.00	1,068.00	1,100.00	1,436.00	1,400.00
Total:					1,436.00	1,400.00

	1,436.70	2,136.00	1,068.00	1,100.00	1,436.00	1,400.00
Total:					1,436.00	1,400.00

<p>TOWNSHIP OF GALLOWAY ANNUAL BUDGET</p> <p>GENERAL SUMMARY BY OBJECT CODE</p> <p>FISCAL YEAR 2010</p>	
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Department:	Program:	Activity:	Program Code:
Administrative Services	Township Clerk	Township Clerk	113

OBJECT NUMBER: 10-01-20-120-000-203	ACCOUNT TITLE: Conference, Convention and Seminars
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Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved

	2,360.00	417.00	339.00	1,000.00	1,000.00	800.00
Total:				1,000.00		800.00

<p style="text-align: center;">TOWNSHIP OF GALLOWAY ANNUAL BUDGET</p> <p style="text-align: center;">GENERAL SUMMARY BY OBJECT CODE</p> <p style="text-align: center;">FISCAL YEAR 2010</p>	
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Department:	Program:	Activity:	Program Code:
Administrative Services	Township Clerk	Township Clerk	113

OBJECT NUMBER: 10-01-20-120-000-204
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ACCOUNT TITLE: Office Supplies/Stationary
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Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved
	703.84	1,899.04	568.10	1,800.00	1,800.00	1,600.00

	2017	2018	2019	2020	2021	2022
Revenue	703.84	1,899.04	568.10	1,800.00	1,800.00	1,600.00
Cost of Sales						
Gross Profit						
Operating Expenses						
Operating Income						
Other Income						
Income Before Taxes						
Taxes						
Net Income						
Total:					1,800.00	1,600.00

<p style="text-align: center;">TOWNSHIP OF GALLOWAY ANNUAL BUDGET GENERAL SUMMARY BY OBJECT CODE FISCAL YEAR 2010</p>	
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Department:	Program:	Activity:	Program Code:
Administrative Services	Township Clerk	Township Clerk	113

OBJECT NUMBER: 10-01-20-120-000-205

ACCOUNT TITLE: Printing and Copying

Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved
	5,021.08	6,053.62	4,968.27	5,000.00	5,000.00	4,000.00

	2017	2018	2019	2020	2021	2022
Revenue	5,021.08	6,053.62	4,968.27	5,000.00	5,000.00	4,000.00
Cost of Sales						
Gross Profit						
Operating Expenses						
Operating Income						
Other Income						
Income Before Taxes						
Taxes						
Net Income						
Total:					5,000.00	4,000.00

	2017	2018	2019	2020	2021	2022
Revenue	5,021.08	6,053.62	4,968.27	5,000.00	5,000.00	4,000.00
Cost of Sales						
Gross Profit						
Operating Expenses						
Operating Income						
Other Income						
Income Before Taxes						
Taxes						
Net Income						
Total:					5,000.00	4,000.00

	2017	2018	2019	2020	2021	2022
Revenue	5,021.08	6,053.62	4,968.27	5,000.00	5,000.00	4,000.00
Cost of Sales						
Gross Profit						
Operating Expenses						
Operating Income						
Other Income						
Income Before Taxes						
Taxes						
Net Income						
Total:					5,000.00	4,000.00

<p>TOWNSHIP OF GALLOWAY ANNUAL BUDGET</p> <p>GENERAL SUMMARY BY OBJECT CODE</p> <p>FISCAL YEAR 2010</p>	
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Department:	Program:	Activity:	Program Code:
Administrative Services	Township Clerk	Township Clerk	113

OBJECT NUMBER: 10-01-20-120-000-206	ACCOUNT TITLE: Books, Periodicals and Dues
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Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved

	427.50	611.00	980.00	750.00	750.00	600.00
Total:				750.00		600.00

<p>TOWNSHIP OF GALLOWAY ANNUAL BUDGET</p> <p>GENERAL SUMMARY BY OBJECT CODE</p> <p>FISCAL YEAR 2010</p>	
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Department:	Program:	Activity:	Program Code:
Administrative Services	Township Clerk	Township Clerk	113

OBJECT NUMBER: 10-01-20-120-000-207	ACCOUNT TITLE: Postage
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Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved

	1,118.55	3,372.00	2,808.79	3,300.00	3,300.00	3,200.00
Total:				3,300.00	3,200.00	

<p>TOWNSHIP OF GALLOWAY ANNUAL BUDGET</p> <p>GENERAL SUMMARY BY OBJECT CODE</p> <p>FISCAL YEAR 2010</p>	
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Department:	Program:	Activity:	Program Code:
Administrative Services	Township Clerk	Township Clerk	113

OBJECT NUMBER: 10-01-20-120-000-208

ACCOUNT TITLE: Maintenance and Repairs	
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Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved
	2,964.89	1,915.30	2,167.30	2,500.00	2,500.00	2,000.00

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TOWNSHIP OF GALLOWAY ANNUAL BUDGET  
GENERAL SUMMARY BY OBJECT CODE  
FISCAL YEAR 2010

Department:	Program:	Activity:	Program Code:			
Administrative Services	Township Clerk	Township Clerk	113			
OBJECT NUMBER: 10-01-20-120-000-209			ACCOUNT TITLE: Office Equipment			
Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved
	935.00	1,229.00	76.99	450.00	450.00	200.00
Total:						450.00 200.00

TOWNSHIP OF GALLOWAY ANNUAL BUDGET  
GENERAL SUMMARY BY OBJECT CODE  
FISCAL YEAR 2010

Department:	Program:	Activity:	Program Code:		
Administrative Services	Township Clerk	Township Clerk	113		
OBJECT NUMBER: 10-01-20-120-000-211		ACCOUNT TITLE: Reimb. Business Exp.			
Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010
					Dept. Rec.
	160.45	-	40.00	50.00	50.00      40.00
Total:					50.00      40.00

TOWNSHIP OF GALLOWAY ANNUAL BUDGET  
GENERAL SUMMARY BY OBJECT CODE  
FISCAL YEAR 2010

Department:	Program:	Activity:	Program Code:			
Administrative Services	Township Clerk	Township Clerk	113			
OBJECT NUMBER: 10-01-20-120-000-212			ACCOUNT TITLE: Taxes, Fees Chg			
Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved
	50.00	-	-	200.00	200.00	130.00
Total:						200.00 130.00

TOWNSHIP OF GALLOWAY ANNUAL BUDGET  
GENERAL SUMMARY BY OBJECT CODE  
FISCAL YEAR 2010

Department:	Program:	Activity:	Program Code:			
Administrative Services	Township Clerk	Township Clerk	113			
OBJECT NUMBER: 10-01-20-120-000-215			ACCOUNT TITLE: Professional			
Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved
	-	-	-	25.00	25.00	25.00
Total:						25.00

TOWNSHIP OF GALLOWAY ANNUAL BUDGET  
GENERAL SUMMARY BY OBJECT CODE  
FISCAL YEAR 2010

Department:	Program:	Activity:	Program Code:			
Administrative Services	Township Clerk	Township Clerk	113			
OBJECT NUMBER: 10-01-20-120-000-301			ACCOUNT TITLE: Elections			
Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved
	11,605.80	9,089.60	12,620.52	12,250.00	14,100.00	14,100.00
Total:						14,100.00

TOWNSHIP OF GALLOWAY ANNUAL BUDGET  
GENERAL SUMMARY BY OBJECT CODE  
FISCAL YEAR 2010

Department:	Program:	Activity:	Program Code:			
Administrative Services	Township Clerk	Township Clerk	113			
OBJECT NUMBER: 10-01-27-370-410-000			ACCOUNT TITLE: Dog			
Detailed Explanation:	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010	
					Dept. Rec.	Mgr. Approved
	15,784.00	15,405.00	15,682.09	11,000.00	7,000.00	-
Total:						7,000.00 -